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From: MONSANTO CHEMICAL COMPANY
Public Relations Department

cc: H. A. Marple - 2
D. J. Forrestal - 2
J. E. McKee - 2
A. E. Settle - 2

At: St. Louis

April 10, 1957

To: F. S. Bonham, Addyston
D. B. Hosmer, Anniston
D. Danna, Avon
W. J. Colvin, Camden
E. N. Hetzel, Carondelet
E. W. Gluesenkamp, Dayton
E. C. McCarthy, Mound Laboratory
A. M. Sprague, El Dorado Chem. Plt.
W. M. Carney, El Dorado Refinery
R. J. Kozacka, Everett
J. M. Depp, Kearny
H. G. Schleicher, Long Beach
R. L. Van Zandt, Luling
L. L. Herring, Magnolia
R. R. Rumer, Monsanto, Idaho
J. Cresce, Monsanto, Ill.
J. L. Whiteside, Monsanto, Tenn.
R. E. Soden, Nitro
R. L. Miller, St. Louis
D. M. Williamson, Santa Clara
W. S. Munro, Seattle
L. B. Crosby, Springfield
J. S. Putnam, Texas City
H. O. Tittel, Trenton

Subject: PLANT HISTORIES

We have a request to make of you -- for material which will be of great help to this department in its public relations efforts for your plant and division and for the company as a whole; and it is our sincere hope you will be able to help us gather the information we need.

What we are hopeful of establishing is a GOOD historical file on each of our plants. Often community publications and events require this type of information; product publicity can be made more interesting with inserts of plant background; Monsanto officials and department heads often have need of specific plant information. And nowhere that we know of is the information readily available. During the past week we have received requests from a member of the EOP and from a general manager for a history of one of the plants -- and we have only fragments.

In the course of the next few weeks could you have someone in your organization gather the pertinent information on your plant and forward it to us? You need not have the material written up in final form; we can use separate paragraphs and listings. We will plan to prepare copy on your plant from the material submitted and will send a draft for your clearance. We could furnish you multiple copies of the final sketch for your own use, if you wish.

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Attached is a list of topics we could like to see covered; and if there are any other happenings you deem of sufficient importance, please have them included. We rely on your good judgement as to the depth of information needed to give a GOOD picture of your plant's history, knowing that you will see the wisdom of having pertinent information available for important inquiries.

We would appreciate your comments and, if possible, some indication of when it will be possible for you to let us have the historical information on your plant.

Charlotte Perabo

Charlotte Perabo

/jb
attachment

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LIST OF TOPICS FOR PLANT HISTORIES:

Historical highlights of the community in which the plant is located.

Place of the plant in the community; if applicable, why the community was chosen as the plant site.

Ownership record of the plant.

In general, chronological history of products made at the plant.

Chronological history of important physical expansions of the plant.

Personnel who have managed the plant; any interesting highlights of their tenure; number of employees from year to year.

Where, in general, plant products go and the types of end products they serve.

Any interesting "firsts" about the plant (products, processes, equipment design, management procedures, safety records, employee benefits, etc.)

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From MONSANTO CHEMICAL COMPANY
At Monsanto, Illinois

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Date April 30, 1957

To Miss Charlotte Perabo Reference

At Main Office

Subject W. G. KRUMMRICH PLANT HISTORY

Attached is a history of the W.G. Krummrich
Plant history requested in your memo of April 10.

We have attempted to cover all significant
happenings in as brief a manner as possible.

We will be glad to furnish additional
information on request.


J. Cresce

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